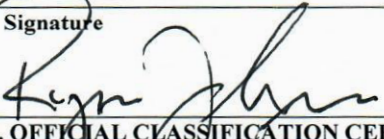
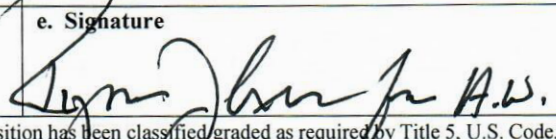



United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Washington, DC		<b>2. POSITION NUMBER</b> EPGS18030	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position JFS for Prof Work in the Eng & Arch Grp, GS-0800, 11/08; JFS for Prof Work in the Phy Sci Grp, GS-1300, HRCD-4, 12/97; JFS for Prof Work in the Nat Res Mgmt & Bio Sciences GS-0400, 9/05					
<b>b. Title</b>		<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
Official Allocation *Environmental Engineer		GS	*0819	15	001
<b>4. Supervisor's Recommendation</b>					
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b> Science Advisor to the Assistant Administrator of OCSP		<b>6. NAME OF EMPLOYEE</b> Lynn Dekleva			
<b>7. ORGANIZATION (Give complete organizational breakdown)</b>		<b>c.</b>			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		<b>f.</b>			
b. Office for Chemical Safety & Pollution Prevention		<b>g.</b>			
<b>c.</b>		<b>h. Employing Office Location</b> Washington, DC			
<b>d.</b>		<b>i. Organization Code</b> M0000000			
<b>8. SUPERVISORY STATUS</b>					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input checked="" type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the WorkLeader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b> Ryan T. Jackson, Chief of Staff, EPA		<b>d. Typed Name and Title of Second-Level Supervisor</b> Andrew R. Wheeler, Acting Administrator, EPA			
<b>b. Signature</b> 		<b>c. Date</b> 8/14/18	<b>e. Signature</b> 		<b>f. Date</b> 8/14/18
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b> <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. PSB Risk Designation</b> <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>c. Financial Disclosure Form</b> <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	<b>d. "Identical, Additional" (IA) Allocation</b> This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	<b>e. FLSA Determination</b> <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	<b>f. Functional Classification Code</b> 92	
<b>g. Bargaining Unit Code</b> 8888	<b>h. Check, if applicable:</b> <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (0 % of time) <input type="checkbox"/> This position is subject to random drug testing ( )		<b>i. Classifier's Signature</b> 		<b>j. Date</b> 9/19/18
<b>11. REMARKS</b> Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations. *Interdisciplinary Position, can be filled as an Env Eng (0819), Life Scientist (0401), Physical Sci (1301)					

**Environmental Engineer**  
**Science Advisor to the Assistant Administrator**  
**of the Office of Chemical Safety and Pollution Prevention**  
**(OCSPP)**  
**GS-0819/0401/1301-15**

**INTRODUCTION**

This position is located in the Immediate Office of the Assistant Administrator (AA) of the Office of Chemical Safety and Pollution Prevention (OCSPP). The incumbent will serve as a Science Advisor to the Assistant Administrator of OCSPP. The incumbent has a variety of special and ongoing responsibilities with an emphasis on assisting OCSPP in evaluating science that drives Agency policy initiatives and programs.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Serves as an advisor to the Assistant Administrator on matters relating to science and other specified initiatives, especially those pertaining to the Frank R. Lautenberg Chemical Safety for the 21<sup>st</sup> Century Act (TSCA); the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA); the Federal Food, Drug and Cosmetic Act (FFDCA), and the Food Quality Protection Act (FQPA). Provides scientific guidance and technical analysis on complex issues related to assigned areas. These assignments are broad-based, touching upon numerous programs or activities within the Agency.
2. Maintains a continuous, comprehensive knowledge of science evaluation issues, their corresponding differing viewpoints, and the policies and programs supported and advocated by Congress and the Administration in order to make recommendations to the Assistant Administrator concerning the development and implementation of the Agency's major policies related to evaluating science.
3. Initiates and implements an open and adversarial process to evaluating science and the fundamental aspects of the Agency's understanding, considering all competing scientific viewpoints, to improve public understanding and consensus on science and the evaluation process and reduce or understand uncertainties.
4. Provides scientific summary of moderated discussions on science and recommendations to the Assistant Administrator to inform the decision-making process with respect to Agency policies and initiatives that rely on sound science. Identifies research needs in order to better understand uncertainties in science.
5. Maintains a dialogue with external stakeholders in order to alert them to Agency activities and solicit timely input which focuses on the concerns of the stakeholders and ensuring that those concerns are properly addressed. The incumbent adds subject matter knowledge of unique circumstances and EPA concerns.
6. The incumbent provides authoritative analysis, advice and assistance to the Assistant

Administrator and other Agency and Administration officials and their staff regarding the effects of current and pending science related policies, laws, and programs.

7. Establishes contacts at the highest levels in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations. Provides information to the Assistant Administrator through personal briefings, including an analysis and evaluation of factors such as fiscal and budgetary implications, and research and development requirements.
8. The incumbent will perform other duties as assigned.

## **FACTORS**

### **Factor 1. Knowledge Required by the Position**

**Level 1-9 (1850 Points)**

Mastery of the principles, theories and practices found in biology, environmental engineering, or physical science sufficient to provides scientific guidance and technical analysis on complex issues relating to the work of OCSPP. These biological, engineering, or physical science concepts are also used to identify research needs in order to better understand uncertainties in science.

Knowledge of Federal laws, Agency regulations, and guidelines pertaining to the Frank R. Lautenberg Chemical Safety for the 21<sup>st</sup> Century Act (TSCA); the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA); the Federal Food, Drug and Cosmetic Act (FFDCA), and the Food Quality Protection Act (FQPA).

Knowledge of risk characterization and exposure assessment in both pesticides and toxics, sufficient to make recommendations to the Assistant Administrator to inform the decision-making process with respect to Agency policies and initiatives that rely on sound science. Identifies research needs in order to better understand uncertainties in science.

Oral and written communication techniques sufficient to communicate complex scientific information to non-technical personnel; and prepare and present briefing to senior management officials on complex/controversial issues.

Skill in leading negotiations and meetings with outside parties/registrants.

Skill in evaluating and incorporating into Agency guidelines and criteria the most recent developments and scientific knowledge in the area of risk characterization or exposure assessment in both pesticides and toxics, sufficient to support regulatory decision-making.

### **Factor 2. Supervisory Control**

**Level 2-5 (650 Points)**

The supervisor provides administrative and policy direction in terms of broadly defined missions or functions of the agency. The employee: defines objectives, interprets policy, and independently plans,

designs, and carries out the work to be done. Within this framework, duties are performed with maximum independence subject to review only for potential impact on broad agency policy objectives and program goals. The supervisor is kept informed of progress, potentially controversial matters, and far-reaching implications. The completed work is accepted as being technically authoritative and is normally accepted without significant change. The incumbent is allowed the widest latitude in the exercise of initiative and judgment.

**Factor 3. Guidelines**

**Level 3-5 (650 Points)**

The guidelines are primarily Agency policies, precedents, directives, and mission statements; Federal legislation and regulations; the scientific literature (both published and trade secret) which is often ambiguous and requires extensive interpretation; standard chemical references; and recent developments in pesticide chemistry, biology, toxicology, and related scientific disciplines. As a technical authority, the Senior Advisor uses judgment and ingenuity and exercises broad latitude to: determine the intent of applicable guidelines and areas that need clarification, develop policy and guidelines for specific areas of work; formulate interpretations that may take the form of policy statements, regulations, and Agency guidelines; and determine needed revisions and additions to the guidelines.

**Factor 4. Complexity**

**Level 4-6 (450 Points)**

To decide what needs to be done, the employee conducts extensive investigation and analysis of largely undefined factors and conditions. The employee determines the nature and scope of problems and devises solutions to problems that are highly controversial and politicized, have conflicting or changing goals and objectives, carry considerable complexity in developing or complying with regulatory oversight, theory and practices that are largely undefined; practices are in a state of development or are extensively affected by advances in technology; unique characteristics of the environment that impose new management requirements; and there is a need to balance environmental and ecological concerns with powerful commercial and industrial interests. The work involves considerable judgment, technical expertise, and experience in risk characterization and exposure assessment. Problems are of such scope and complexity that they require dividing work into components conducted concurrently or sequentially or using multi-disciplinary or cross- functional teams.

**Factor 5. Scope and Effect**

**Level 5-6 (450 Points)**

The work involves serving as a technical expert in the biological/physical science/ and or environmental engineering specialty area and includes the development of proposed policy documents; regulatory decisions; guidelines pertaining to the generation and review of pesticide data to be used by operating personnel and to be complied with by the regulated industry; review of the most complex data supporting the registration or reregistration of pesticides; and providing expert advice and assistance on a full range of problems concerning pesticides. The work efforts affect and inform policy decisions made by Agency officials and the content and interpretation of Agency regulations and guidelines. The Senior Advisor's input significantly contributes to the ability of the Agency to protect public health by providing regulatory

oversight. The work covers highly complex technical areas and often establishes the Agency's official position, creates precedents, or determines the action to be taken by industry and/or other Federal, state, and local agencies on matters of major importance. The Senior Advisor's recommendations and decisions have a continuing and lasting effect on the Agency's pesticide programs.

**Factor 6/7. Personal Contacts/ Purpose of Contacts**

**Level 3-D (280 Points)**

The personal contacts are primarily with scientists, or experts in other Federal agencies, state agencies, academic institutions, and private industry; with technical, administrative, and legal representatives of the regulated industry; and with scientists and officials within the Agency.

The personal contacts are to explain and discuss Agency policy issues; to justify controversial positions on issues; to exchange technical and policy information; to coordinate the work effort; to discuss technical problems; to explain and defend the Agency 's conclusions and recommendations.

**Factor 8. Physical Demands**

**Level 8-1(5 Points)**

The work is primarily sedentary.

**Factor 9. Work Environment**

**Level 9-1 (5 Points)**

The work is usually performed in an office setting.

**Total Points: 4340**

**GS-15 Point Range: 4055 - up**